



DEVELOPMENT APPLICATION

VILLAGE OF LUMBY

FOLIO NUMBER: _____

DATE RECEIVED: _____

FILE NUMBER: _____

I/we hereby make application as follows:

APPLICATION TYPE: (Mark appropriate box)

- Official Community Plan Amendment
- Zoning Amendment to _____
- Combined OCP/Rezoning Amendment

- Board of Variance
- Development Permit
- Development Variance Permit
- Subdivision - Preliminary approval

PROPERTY:

STREET ADDRESS: _____

LEGAL DESCRIPTION: _____

SIZE OF PROPERTY: _____

APPLICANT:

NAME: _____

MAILING ADDRESS: _____

POSTAL CODE: _____

PHONE NUMBERS: OFFICE: _____ HOME: _____

FAX: _____ EMAIL: _____

OWNER(S): (If applicant is not the registered owner, complete the following and attach a letter of authorization from the property owner, or add the owner's signature to this application).

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

Applicants are encouraged to meet with the Planning and/or Building Department staff prior to filing an application. Please note that processing time for some types of applications may be at least 3-6 months, particularly for subdivision and rezoning application. Providing complete information with your application will facilitate overall review and processing time.

I/we have attached to this application the attachments required, as noted on the reverse side of this form, along with the required application fee, and hereby agree to submit further information deemed necessary for processing this application.

Signature of Application(s)

Date

Signature of Owner(s)

Date

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with the Village's Chief Administrative Officer at 250.547.2171 or 1775 Glencaird Street, Lumby, BC V0E 2G0.

DEVELOPMENT APPLICATION TYPE

ATTACHMENT REQUIREMENTS AND FEES

Application Type	Basic Fee	Additional Information
Official Community Plan Amendment	\$1,450	<ul style="list-style-type: none"> • Includes a \$450 Public Hearing Fee, which may be refunded if the application does not proceed to Public Hearing. • Attachments required A, B, C, D
Zoning Bylaw Amendment	\$1,450	<ul style="list-style-type: none"> • Includes a \$450 Public Hearing Fee, which may be refunded if the application does not proceed to Public Hearing. • Attachments required A, B, C, D
Combined OCP and Zoning Bylaw Amendment	\$2,100	<ul style="list-style-type: none"> • Includes a \$600 Public Hearing Fee, which may be refunded if the application does not proceed to Public Hearing. • Attachments required A, B, C, D
Development Permit	\$1,000	<ul style="list-style-type: none"> • Attachments required A, B, C, D, F
Development Variance Permit	\$1,000	<ul style="list-style-type: none"> • Attachments required A, B, C, D
Board of Variance	\$1,000	<ul style="list-style-type: none"> • A, B, C
Subdivision	\$500	<ul style="list-style-type: none"> • Plus for each additional lot created \$150 Inspection Fees • Less than three (3) lots \$500 per lot • More than three (3) lots, based on the estimated costs of constructing all services as approved by the Village Superintendent: <ul style="list-style-type: none"> (a) For construction costs up to \$500,000 - 3%, (minimum of \$2,500.00) (b) \$15,000 plus 2% of construction costs between \$500,001 and \$1,000,000 (c) \$25,000 plus 1% of construction costs over \$1,000,000. • Attachments required A, B, C, D, E, F (if in Development Permit area), G (if Strata conversion), H (if Phased Strata)
Subdivision Application Extension	\$500	<ul style="list-style-type: none"> • If after the expiry date 50% of the original fee.

ATTACHMENTS

The following information is required to be submitted with the application.

- A. CERTIFICATE OF TITLE:** Must be dated within 30 days of application
- B. SITE PLAN:** Six copies drawn to scale (maximum size 11" x 17") showing the dimensions of the proposed subdivision or development, including:
 - Dimensions of the property, existing and proposed roads;
 - Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is required);
 - The location of any watercourses, steep banks or slopes;
 - Any easements or statutory Rights-of-Way.
- C. PROPOSAL SUMMARY** outlining the nature of the proposed development, how the development fits within the neighbourhood, and the design character of the housing, neighbourhood, or commercial use proposed. Where a Development Variance Permit is requested, justification for the variance is to be provided. Where a rezoning involves an OCP or Zoning Bylaw Amendment, the proposal is to be justified in terms of its benefit to the community and impact on the land use pattern.
- D. DEVELOPMENT PLANS:** Detailed drawings of the proposed development, including building sections and elevations, parking layout and access, proposed means of servicing, existing vegetation and landscaped areas. Must also include a project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data. **Six sets of fully dimensioned plans required, plus one set of reduced drawings (maximum size 11" x 17") required.**
- E. SUBDIVISION PLAN:** **Six sets of fully dimensioned metric subdivision plans required (with reduced drawings (maximum size 11" x 17") if applicable. Must include:**
 - Preliminary engineering plans for water, sanitary and storm sewer services;
 - Gross site area, dimensions and site area and proposed use of all lots;
 - All existing structures on the property and distances from existing or proposed lot lines;
 - Location of road, lane and walkways, park dedications;
 - Location and purpose of existing easements, rights-of-way or covenants on the property;
 - Adjacent roads and access to lands beyond the subdivision;
 - A sketch plan showing the possible future subdivision of adjacent land(s) where it is reasonable to expect further subdivision of adjacent properties.
 - Contour Plan
- F. DEVELOPMENT PERMIT DETAILS**
 - Form and Character or Revitalization Area Development Permit - Scaled building design and siting plans to specify building materials and exterior finish, access and parking details, professional landscaping plans, and a summary of the project related to the guidelines in the Official Community Plan.
 - Environmental or Geotechnical Hazard Area Development Permit - Scaled development plans to indicate slopes, streams, watercourses, top of ravine or slope banks, vegetation, rock outcroppings or other natural features. Must also include assessment by geotechnical or structural engineer regarding the proposed development.
- G. STRATA CONVERSIONS**
 - A notarized declaration stating that each person occupying the building has been given notice of the intent to convert the building into strata lots.
 - For buildings over 5 years old, a certificate from a qualified engineer or architect regarding the condition of the building(s).
- H. FORM P DECLARATION AND SCHEDULE OF UNIT ENTITLEMENT:**
 - Two copies of the signed Form P (one copy to be retained by the Municipality) plus mylar and paper copies required by the Provincial Land Titles Office.